



# Massachusetts National Guard Technician Staffing Electronic Application Procedures

People interested in applying for Massachusetts National Guard Technician vacancies can now submit the required paperwork 2 ways, either electronically or in hard copy. All required forms are available for download online and instructions on how to apply are included on page 2 of each Technician Employment Bulletin.

Here's how to apply electronically:

- Download required forms at the following websites:  
RCAS users: <http://massweb/guard/Postings/Technician.htm>  
WWW users: <http://www.state.ma.us/guard/Postings/Technician.htm>
- Attach all required files to an e-mail message titled "JOB APPLICATION TEB xx-xx" and send it to:  
<mailto:staffing@ma.ngb.army.mil>
- Email subject line must contain the words JOB APPLICATION and the TEB Number (i.e. JOB APPLICATION TEB 03-01)

Here are a few tips to remember:

- Applications must be received by the closing date and time listed on the bulletin. If no time is given, applications must be received no later than 1700 hours on the closing date.
- All attachments must be in either MS Word or ADOBE PDF format.
- The applicant is responsible for ensuring that the applications are in the proper format. Any attachment that cannot be opened/read will not be considered. HRO will attempt to notify individuals via e-mail if there are problems downloading/opening their applications.
- All application rules/procedures outlined in the TEB must be followed.
- Applications will not be returned to applicants. They are retained in the HRO placement/promotion files for two years. Applicants must obtain personal copies prior to forwarding original to HRO.
- Massachusetts Air Guard applicants can also CC: their application to the HRO remote designee
- Applicants should request a READ RECEIPT for the e-mail. HRO will also send confirmation e-mail to the applicant and inform the applicant of the status of the application.